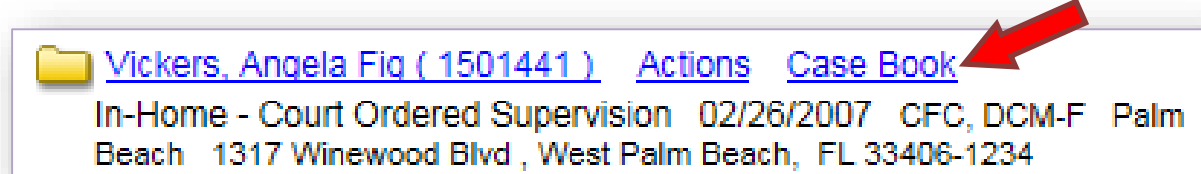
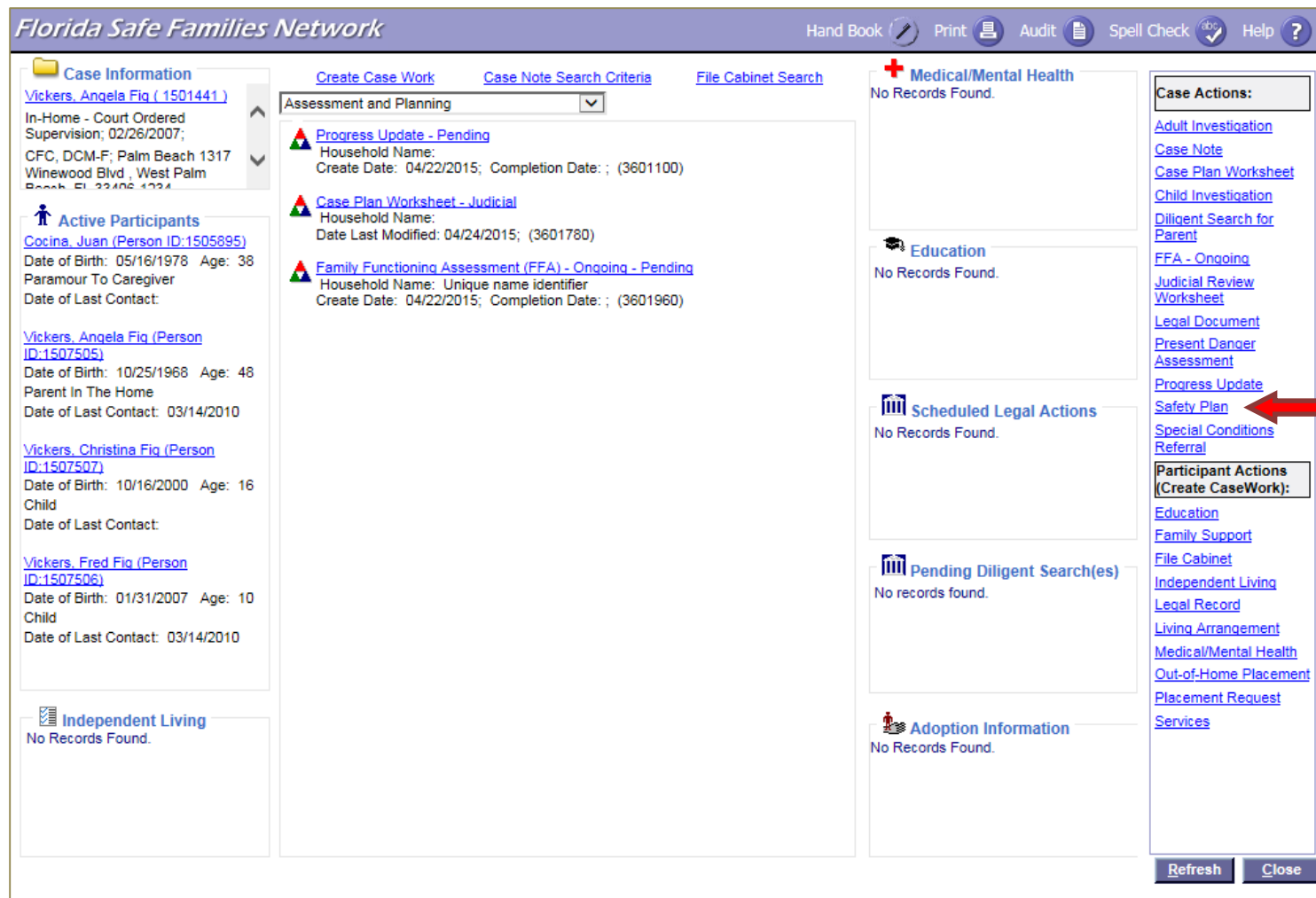


FSFN GUIDE TO SAFETY PLANS

Step 1: After logging into FSFN, locate the case name and click on the **Case Book** hyperlink.



Step 2: On the Case Book screen, locate and click on the **Safety Plan** hyperlink. FSFN allows for up to TWO (2) safety plans per child.

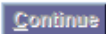
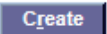
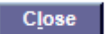


Step 3: If there are no safety plans created, simply click on the CREATE button to continue. If there are other safety plans created for the case, you may select the radial button pertaining to the Household name to copy over information.

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Safety Plan Selection

Select	Household Name	Effective Date	Purpose	Status	Status Date
	Unique name identifier	02/21/2017	Impending Danger Plan	Completed	02/21/2017

Step 4: On the **Safety Plan screen**, complete the following.

Number	What needs to be done in this area?
1	Type a unique name identifier for the household so that you may readily recognize it on other FSFN screens.
2	Insert the <u>date</u> that the safety plan is in effect; select the children for whom this safety plan is being created.
3	Using the dropdown options, select which <u>type of safety plan</u> is being created (Impending or Present Danger).
4	In the Danger Threats Description, type the <u>specific danger threat(s)</u> to the child from the 11 Danger Threats. Be sure to include a <u>brief description explaining</u> how the danger threat relates to this particular child/family. Example: <i>The father (Joe Smith) struck the mother (Gladys Smith) in the face during a domestic dispute. The child not only witnessed the violence but was subsequently pushed to the ground by the father during the event.</i>
5	Click on the Insert button to add specific <u>action steps</u> to control for the danger threat. Click Insert for each additional safety action.

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1

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#) FSFN Case ID: 1501441 Intake/Investigator ID: Safety Plan ID:

Worker Name: CFC, DCM-F ☐ Attaching Image of Safety Plan ONLY(no data entered) ☐ Complete Completed Date: 00/00/0000

2

Effective Date: 00/00/0000

Children Under Safety Management

Included	Child Name	Date of Birth	Age	Action
☐	Vickers, Christina Fig	10/16/2000	16	Remove
☐	Vickers, Fred Fig	01/31/2007	10	Remove

[Insert](#)

3

Safety Plan Purpose:
Impending Danger Safety Plan
Present Danger Plan

4

Danger Threat(s) Description
Specific Threats to Child Safety -Describe safety concerns that would pose present or impending danger.

5

Safety Plan Actions
Checked Action(s) will appear on Safety Plan for Survivor Only.

Do Not Share with Perpetrator of Intimate Partner Violence	Action to Keep Child Safe	Who is Responsible for each Action?	Resources or People Who will Help	Frequency of Intervention	Actions

[Insert](#)

Terminate Plan

Termination Date: 00/00/0000

Reason Plan is no longer required:
Other Reason plan is no longer required:

[Save](#) [Close](#)

Actions:

Text:

Step 5: On the **Safety Action Plan** screen, complete all four sections thoroughly.

Safety Action Plan

Actions to Keep Child Safe:

The maternal grandmother (Martiza Lopez-Jimenez) will come by the mother's home on the following days: Monday, Thursday, Friday, Saturday, and Sunday. The maternal grandmother will make sure the children are fed, bathed, and are being cared for by the mother. The maternal grandmother will contact the mother via the telephone every day to check up on the family....

Who is responsible for the Action?

Martiza Lopez-Jimenez- Maternal grandmother

Resources or People Who Will Help:

Hector Gonzalez (First Baptist Church pastor)
Laurita Smith (Mother's friend)
Josephine Finewood (Neighbor)

Frequency of Intervention:

Daily

Continue **Close**

Important things to remember:

- Safety Actions **must control** for the danger threat.
- Only **responsible adults** are able to control for danger. Parents with diminished caregiver protective capacities have already demonstrated they cannot control for the danger threat, so **DO NOT** place them responsible in the safety plan.
- Safety Actions are not Case Plan Tasks; however, they require **commitment** from those placed to control for danger.
- Safety Actions are not promissory! The statement “if you do this, we can promise this” is 100% false.
- CPI/Case Management **must monitor** the safety plan to ensure it is controlling the danger; if the safety plan is not functioning, work with the family to create one that will control the danger.

Step 6: The **Safety Plan Actions** allow for the ability to customize the viewing of specific actions. If you have created actions that control for the danger threat(s) but should only be known by the survivor of intimate partner violence, check the box entitled **DO NOT SHARE WITH PERPETRATOR OF INTIMATE PARTNER VIOLENCE**. If actions are checked, those actions will not appear on the safety plan when utilizing the Safety Plan hyperlink.

Florida Safe Families Network Hand Book Print Audit Spell Check Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela](#) FSFN Case ID: 1501441 Intake/Investigator ID: Safety Plan ID: 3608673

Worker Name: CFC, DCM-F ☐ Attaching Image of Safety Plan ONLY(no data entered) ☐ Complete Completed Date: 00/00/0000

Effective Date: 02/21/2017 Safety Plan Purpose: Impending Danger Safety Plan

Children Under Safety Management

Included	Child Name	Date of Birth	Age	Action
☒	Vickers, Christina Fig	10/16/2000	16	Remove
☒	Vickers, Fred Fig	01/31/2007	10	Remove

[Insert](#)

Danger Threat(s) Description

Specific Threats to Child Safety -Describe safety concerns that would pose present or impending danger.

Safety Plan Actions

Checked Action(s) will appear on Safety Plan for Survivor Only.

Do Not Share with Perpetrator of Intimate Partner Violence	Action to Keep Child Safe	Who is Responsible for each Action?	Resources or People Who will Help	Frequency of Intervention	Actions
☐	The maternal grandmother (Martiza Lopez-Jimenez) w	Martiza Lopez-Jimenez-Maternal grandmother	Hector Gonzalez (First Baptist Church pastor) Lau	Daily	Edit Delete
☒	The neighbor will contact LE if the father's pick-	Neighbor Nelly	Neighborhood watch committee	Daily	Edit Delete

[Insert](#)

Terminate Plan

Termination Date: 00/00/0000

Reason Plan is no longer required: [v](#)

Other Reason plan is not longer required: [v](#)

[Save](#) [Close](#)

Actions:

[Upload Image](#)

Text:

[Safety Plan](#)

[Safety Plan for Survivor Only](#)

Safety Plan will NOT include actions checked off in the DO NOT SHARE WITH INTIMATE PARTNER VIOLENCE section.

Safety Plan for Survivor Only will include all actions inserted to the safety plan.

Step 7: Under the Text Section, click on the desired **Safety Plan** hyperlink to populate/print the safety plan.

Florida Safe Families Network

Hand BookPrintAuditSpell CheckHelp

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela Fig](#)FSFN Case ID: 1501441Intake/Investigator ID:Safety Plan ID : 3608673

Worker Name: CFC, DCM-F☐ Attaching Image of Safety Plan ONLY(no data entered)☐ CompleteCompleted Date : 00/00/0000

Effective Date : 02/21/2017Safety Plan Purpose : Impending Danger Safety Plan

Children Under Safety Management

Included	Child Name	Date of Birth	Age	Action
☒	Vickers, Christina Fig	10/16/2000	16	Remove
☒	Vickers, Fred Fig	01/31/2007	10	Remove

Insert

Danger Threat(s) Description

Specific Threats to Child Safety -Describe safety concerns that would pose present or impending danger.

Actions:

Upload Image

Text:

Safety Plan

Safety Plan for Survivor Only

Safety Plan will NOT include actions checked off in the DO NOT SHARE WITH INTIMATE PARTNER VIOLENCE section.

Safety Plan for Survivor Only will include all actions inserted to the safety plan.

Safety Plan Actions

Checked Action(s) will appear on Safety Plan for Survivor Only.

Do Not Share with Perpetrator of Intimate Partner Violence	Action to Keep Child Safe	Who is Responsible for each Action?	Resources or People Who will Help	Frequency of Intervention	Actions
☐	The maternal grandmother (Martiza Lopez-Jimenez) w	Martiza Lopez-Jimenez-Maternal grandmother	Hector Gonzalez (First Baptist Church pastor) Lau	Daily	Edit Delete
☒	The neighbor will contact LE if the father's pick-	Neighbor Nelly	Neighborhood watch committee	Daily	Edit Delete

Insert

Terminate Plan

Termination Date : 00/00/0000

Reason Plan is no longer required :

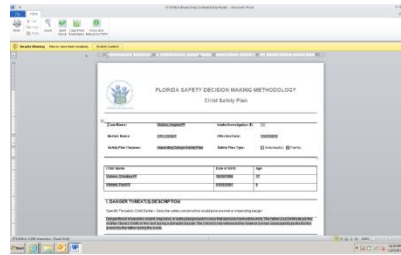
Other Reason plan is not longer required :

Important:

The Safety Plan for Survivor Only will include all actions inserted to the safety plan. Remember even though these actions are to control for the danger threat(s) to the child, it may be sensitive to the safety of the intimate partner violence survivor; as such, the Safety Plan for Survivor Only Safety Plan should never be shared with the perpetrator of intimate partner violence.

STOP DOMESTIC VIOLENCE

Step 8: Word will generate the Safety Plan. Please remember to have everyone involved sign the safety plan and upload the signature page.



Step 9: To terminate a safety plan, check the completed box, enter a termination date, and select a reason the plan is no longer necessary from the dropdown options.

Florida Safe Families Network

Hand Book | Audit | Spell Check | Help

Case Information

Household Name: Unique name identifier

Case Name: [Vickers, Angela](#) FSFN Case ID: 1501441 Intake/Investigator ID: Safety Plan ID: 3608673

Worker Name: [Fig](#) CFC, DCM-F ☐ Attaching Image of Safety Plan ONLY(no data entered) ☒ Complete Completed Date: 02/21/2017

Effective Date: 02/21/2017 Safety Plan Purpose: Impending Danger Safety Plan

Children Under Safety Management

Included	Child Name	Date of Birth	Age	Action
☒	Vickers, Christina Fig	10/16/2000	16	
☒	Vickers, Fred Fig	01/31/2007	10	

[Insert](#)

Danger Threat(s) Description

Specific Threats to Child Safety -Describe safety concerns that would pose present or impending danger.

Danger Threat

Safety Plan Actions

Checked Action(s) will appear on Safety Plan for Survivor Only.

Do Not Share with Perpetrator of Intimate Partner Violence	Action to Keep Child Safe	Who is Responsible for each Action?	Resources or People Who will Help	Frequency of Intervention	Actions
☐	The maternal grandmother (Martiza Lopez-Jimenez) w	Martiza Lopez-Jimenez-Maternal grandmother	Hector Gonzalez (First Baptist Church pastor) Lau	Daily	View
☒	The neighbor will contact LE if the father's pick-	Neighbor Nelly	Neighborhood watch committee	Daily	View

[Insert](#)

Terminate Plan

Termination Date: 00/00/0000

Reason Plan is no longer required: [Safety Plan](#)
[Safety Plan for Survivor Only](#)

Other Reason plan is no longer required:

[Save](#) [Close](#)

Reasons for terminating the Safety Plan:

Case Closed
Case Closed - Court Order
Child Marriage Before Age 18
Child Reached Age 18
Circumstances Changed
Death of Child
Impending Danger Threats Rectified
Other
Present Danger Threats Rectified
Present Danger to Impending Danger
Termination of Parental Rights

CONSIDER THIS...

If you **CONTROL** the danger threat(s) by **ALTERING** who is responsible for caring for the child's safety, the danger threat(s) could be **DELETED**.

